



# WORK STUDY PROGRAM – POSITION DESCRIPTION FORM

## Personnel Department: Contingent Workforce Programs

JOB # 27-2009

Department	Human Services (Upward Bound)			Number of Positions	2	Wage	\$15.19	
Job Title	Tutor/Mentor Teaching Assistant (Youth Supervisor 1)			Location	810 3 <sup>rd</sup> Ave – Central Building, Seattle 98104			
Start Date	Late Sept/early Oct 2009	End Date	June 2010	Work Scheduled Between	2:30 PM	5:30 PM		
Minimum	10	Hours/Week	and Maximum	15	Hours/Week	Summer Schedule		
Special Work Scheduling Requirements								

### SUMMARY OF WORK TO BE PERFORMED:

Tutor/Mentor low-income and/or first generation youth with college potential who are having specific difficulties by conducting after school individual and small group sessions. Tutor high school subjects with special emphasis in English, History, Math, and Science. Maintain attendance and tutoring logs. Prepare and plan tutoring sessions. Attend staff meetings. Maintain personal contact with students (individual meetings/phone calls). Maintain complete and accurate records. Assist with recreational, cultural and social activities that help provide motivational impetus for students and other duties as assigned.

### EDUCATIONAL BENEFITS TO BE DERIVED BY WORK STUDY EMPLOYEE:

Excellent opportunity to work with people from diverse backgrounds and gain experience in teaching.

### MINIMUM QUALIFICATIONS: Education, skills, abilities, and/or experience sought. Please explain.

Currently enrolled in the junior or senior year of a four-year college; education majors preferred. Experience in working with students from minority or a low-income background is desired. Proficiency in basic skills area (math, reading, science). Recommendations and references from instructors, counselors and/or employers will be requested. Work study funding through your college's financial aid package (proof required).

### DESIRED QUALIFICATIONS:

Responsible, ability to work with bilingual clientele, problem solving and work with a minimum of supervision.

### DESCRIBE ANY TRAINING REQUIRED AFTER EMPLOYEE IS HIRED:

Training will consist of orientation to our program structure, tutoring basics, and building rapport with our Upward Bound youth.

### EXPLAIN THE TYPE OF SUPERVISION/GUIDANCE GIVEN THIS EMPLOYEE:

Program Director provides supervision and additional support given through program counselors.

### APPLICATION INSTRUCTIONS:

See page 3 of this document.

**CITY OF SEATTLE-HUMAN SERVICES DEPARTMENT**  
**UPWARD BOUND PROGRAM**  
**TUTOR APPLICATION**

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_  
                     LAST                                    FIRST                                    MI

LOCAL MAILING ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: (    ) \_\_\_\_\_ (    ) \_\_\_\_\_  
                                     DAY                                    EVENING

E- MAIL ADDRESS: \_\_\_\_\_

Have you worked for the City of Seattle Before?     ☐ YES   ☐ NO

If Yes, please complete the following:

Dates of Employment/Department: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Dates of Employment/Department: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Special Skills/Interests: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have a valid driver's license?                      ☐ YES   ☐ NO

Do you have a car or access to transportation?        ☐ YES   ☐ NO

Please make sure a **copy of your resume is attached.**

Please make sure a **copy of your unofficial transcript is attached.**

TUTORING SESSIONS ARE HELD MONDAY THROUGH THURSDAY WITH OCCASSIONAL FRIDAYS FROM 2:30 P.M. UNTIL 5:30 P.M. PLEASE INDICATE THE DAYS YOU ARE AVAILABLE TO WORK AS A TUTOR ASSISTANT.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

INDICATE ANY OTHER TIMES YOU ARE AVAILABLE TO WORK IN THE OFFICE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

Name of school: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Major: \_\_\_\_\_

Class Standing (freshman, junior, etc.): \_\_\_\_\_

Do you have work study? \_\_\_\_\_

If a graduate student, your undergraduate Degree: \_\_\_\_\_

Current Overall GPA \_\_\_\_\_

High school courses you feel you can assist other students with:

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**Return application, resume, unofficial transcript, and your school's referral/authorization form (it should have your 09-10 academic year work study award amount as well as your work eligibility dates) to:**

Andrea Lowe  
Employment Specialist, Student Programs  
City of Seattle, Personnel Department  
700 5<sup>th</sup> Ave- Suite 5400  
P.O. Box 34028  
Seattle, Washington 98124-4028

e-mail address: [cwp@seattle.gov](mailto:cwp@seattle.gov)  
Telephone # (206) 684-7264

**Positions are open until filled so apply ASAP!**

**Please do not apply until you have a 2009-10 work study referral/authorization form from your college/university.**

**Positions are open until filled so apply as soon as you receive your 09-10 academic year work study form.**

**We only hire students with WA State work study funding.**